

Spec. Code: 2133
Occ. Area: 08
Work Area: 026
Prob. Period: 6 mo.
Prom. Line: 198
Effective Date: 08/01/03¹

HOUSEKEEPER/HOUSE ATTENDANT²

Function of Job

Under direct supervision, to perform custodial and service work in the routine upkeep of a residential facility.

Characteristic Duties and Responsibilities

1. performs custodial and service duties, such as:
 - a. covering information desk at specified times
 - b. answering the telephone
 - c. writing reports
 - d. setting up furniture for special occasions
 - e. clearing dishes from table
 - f. preparing for special events
 - g. cleaning up after parties
2. performs routine building upkeep, such as:
 - a. sweeping, mopping, and dusting rooms
 - b. cleaning washrooms
 - c. running errands
 - d. picking up and returning materials
 - e. locking up building and equipment
 - f. turning off lights

¹ Class Code Number Change

² Denotes Alternate Title for class

- g. checking equipment
 - h. notifying proper personnel in matters of fire, theft, and illegal entry
 - i. making periodic checks of building
 - j. keeping out trespassers
 - k. reporting breakages and irregularities
3. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Ability to communicate and get along well with others.
- 2. Ability to follow directions.